

PUBLIC OPERATIONAL GUIDE

Using AI Safely with IND EstatePilot Guides

Audience	All users
Version	1.0
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Purpose

This guide explains how to use the public IND EstatePilot operational guides with an approved AI assistant without turning AI into a source of truth, a support channel or a place for private customer information.

Public-guide policy

You may provide these public guides to an AI assistant approved by your organisation, such as ChatGPT or Gemini, and ask it to explain steps or create a checklist. Do not upload passwords, API keys, personal data, customer or lead information, financial data, identity documents, contracts, private URLs, or dashboard screenshots. AI responses are supplementary and do not replace IND EstatePilot support, legal advice, compliance review, or the official guide.

Safe ways to use an approved assistant

- Paste a public guide or an approved public excerpt and ask for a plain-language explanation.
- Ask for a checklist based solely on the stated guide steps.
- Ask for help identifying which public guide covers a given non-sensitive task.
- Compare a draft checklist with the official guide before acting in the workspace.

Keep private information out

Do not paste screenshots, export files, browser URLs, emails, phone numbers, lead records, customer conversations, account data, payment information, contracts, identity documents, passwords, security links, API keys, tokens, production configuration or provider credentials.

Do not ask an AI assistant to decide that DNS is verified, a certificate is ready, a website is publicly live, a payment has been verified, a legal disclosure is compliant or a customer has consented. These are controlled IND EstatePilot and external operating decisions.

Review before acting

AI can misunderstand an incomplete prompt or suggest a feature that this product does not provide. Review the official guide, the visible saved workspace state and the appropriate support boundary before taking any action. Save drafts manually and use the existing review, domain and commercial-access workflows; do not create an unsupported shortcut.

Support and escalation

For a question about a real workspace, account, domain, commercial access or customer information, use the configured public Support contact without copying sensitive details. For legal, compliance, data-protection or contractual questions, use your organisation's appropriate reviewer. An AI response is not a support, legal or compliance decision.

Before a commercial launch

Terms, Privacy and Support placeholder or configuration content remains an external-launch blocker until approved legal text, support ownership and production configuration are completed. This guide does not authorise AI processing of private information or replace that launch work.

Use only the current visible IND EstatePilot workflow and the responsible support process. This guide does not replace legal, compliance, security or external platform decisions.